

**UMPQUA COMMUNITY COLLEGE**

*Umpqua Community College transforms lives and enriches communities.*

**VOL. LIII, No. 9 BOARD OF EDUCATION MEETING**

**April 10, 2019; 4:30 P.M., HNSC 100**

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**AGENDA - REVISED**

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**MEMBERS:**

Steve Loosley, Chair \_\_\_\_\_  
Guy Kennerly, V. Chair \_\_\_\_\_  
Doris Lathrop \_\_\_\_\_  
David Littlejohn \_\_\_\_\_

Joelle McGrorty \_\_\_\_\_  
Betty Tamm \_\_\_\_\_  
Wendy Weikum \_\_\_\_\_

**ADMINISTRATION:**

Debra Thatcher \_\_\_\_\_  
Kacy Crabtree \_\_\_\_\_

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- I. **CALL TO ORDER** **Chair Loosley**
- II. **ATTENDANCE** **Chair Loosley**
- III. **PLEDGE OF ALLEGIANCE** **Chair Loosley**
- IV. **CONSENT AGENDA** **Chair Loosley** **pp 1-20**  
 All matters listed under Consent Agenda are considered by the Board of Directors to be routine or sufficiently supported by information as to not require additional discussion. Consent Agenda items will be enacted by one motion. There will be no separate discussion of these items prior to the time the Board votes on them, unless a Board member requests a specific item be removed from the Consent Agenda for discussion and a separate vote.
- V. **CHANGES TO THE AGENDA** **Chair Loosley**
- VI. **CITIZEN COMMENTS**  
 The Board values inputs from citizens of the Umpqua Community College District. Citizens wishing to speak shall sign-in on the Public Comment sheet prior to the start of the meeting. At the time specified on the agenda, the citizen shall state their name, address, and city of residence. Comments will be limited to three to five minutes, at the discretion of the Board Chair. The Board may not respond directly to any issues raised but refer those issues to the President for appropriate action.
- VII. **INFORMATION**
  - A. **Introduction: All Oregon Academic Team Scholars** **Marjan Coester** **p 21**

<b>VIII.</b>	<b>REPORTS – Discussion of report for future meetings</b>		<b>pp 22-36</b>
	A. ASUCC Report	Katherine Hicks	
	B. ACEUCC Report	Susan Neeman	
	C. UCCFA Report	John Blackwood	
	D. UCCPTFA Report	Jeri Frank	
	E. President’s Report	Debra Thatcher, President	
	F. Chair Report	Steve Loosley	
<b>IX.</b>	<b>OLD BUSINESS</b>		
	A. Ford Childhood Enrichment Center - <i>REVISED</i>	Debra Thatcher	p 37
<b>X.</b>	<b>NEW BUSINESS</b>		
	A. Policies – first reading	Debra Thatcher	pp 38-42
	B. Classified Association Bargaining Agreement	Natalya Brown	p 43
	C. Financial Report for FY 2018-19	Natalya Brown	pp 44-57
<b>XI.</b>	<b>BOARD COMMENTS</b>	Chair Loosley	
<b>XII.</b>	<b>ADJOURNMENT</b>	Chair Loosley	

**NEXT BOARD MEETING:**

- Board Meeting, May 8, 2019, 4:30 pm, HNSC 100

Robynne Wilgus, Board Assistant, 541-440-4622 voice, Oregon Relay TTY: 711. The UCC Board will provide, upon request, reasonable accommodation during Board meetings for individuals with disabilities.

<p align="center"><b>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</b></p>	<p align="center">___ Information Item <u>X</u> Action Item</p>																												
<p>Subject: Consent Agenda</p>	<p>Date: April 10, 2019</p>																												
<p>Recommend approval of:</p> <table border="0"> <tr> <td>1. Minutes of College Board Meeting of March 13, 2019</td> <td align="right">pp 1-3</td> </tr> <tr> <td>2. Personnel Actions</td> <td align="right">p 4</td> </tr> <tr> <td>3. Employee Contracts</td> <td align="right">pp 6-8</td> </tr> <tr> <td>4. Resolution #5, Increase Appropriation</td> <td align="right">pp 9-10</td> </tr> <tr> <td>5. Resolution #6, Approval to Spend Funds</td> <td align="right">pp 11-12</td> </tr> <tr> <td>6. Resolution #7, Transfer of Appropriation</td> <td align="right">pp 13-14</td> </tr> <tr> <td>7. Budget Committee Term Correction</td> <td align="right">p 15</td> </tr> <tr> <td>8. Second reading of policy:</td> <td></td> </tr> <tr> <td><u>Old #    New #    Title</u></td> <td></td> </tr> <tr> <td>N/A    4106    Distance Education – Regular and Substantive Interaction</td> <td align="right">p 16</td> </tr> <tr> <td colspan="2">Administrative procedure is being shared as an information item:</td> </tr> <tr> <td><u>Old #    New #    Title</u></td> <td></td> </tr> <tr> <td>N/A    4106    Distance Education – Regular and Substantive Interaction</td> <td align="right">p 17</td> </tr> <tr> <td>RSI Guidelines</td> <td align="right">pp 18-20</td> </tr> </table>		1. Minutes of College Board Meeting of March 13, 2019	pp 1-3	2. Personnel Actions	p 4	3. Employee Contracts	pp 6-8	4. Resolution #5, Increase Appropriation	pp 9-10	5. Resolution #6, Approval to Spend Funds	pp 11-12	6. Resolution #7, Transfer of Appropriation	pp 13-14	7. Budget Committee Term Correction	p 15	8. Second reading of policy:		<u>Old #    New #    Title</u>		N/A    4106    Distance Education – Regular and Substantive Interaction	p 16	Administrative procedure is being shared as an information item:		<u>Old #    New #    Title</u>		N/A    4106    Distance Education – Regular and Substantive Interaction	p 17	RSI Guidelines	pp 18-20
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<p>Recommendation by:</p> <p align="center"><i>Rayanne Wilgus</i></p>	<p>Approved for Consideration:</p> <p align="center"><i>Debra Thatcher</i></p>																												

**UMPQUA COMMUNITY COLLEGE  
BOARD MINUTES  
March 13, 2019**

The Umpqua Community College Board of Education met on Wednesday, March 13, 2019, in Room 100 of the Bonnie J. Ford Health, Nursing, & Science Center at Umpqua Community College in Roseburg, Oregon. Board Chair Loosley called the meeting to order at 4:35 p.m. and the pledge of allegiance was given.

**Directors present:** Guy Kennerly, Doris Lathrop, Steve Loosley, Joelle McGrorty, Betty Tamm, and Wendy Weikum

**Director excused:** David Littlejohn

**Others present:**

Lynn Johnson	Carol McGeehon	April Hamlin	Tiffany Coleman	Unknown
Natalya Brown	Missy Olson	April Myler	Kacy Crabtree	Emily Fiocco
Sanne Godfrey	Ellen Brown	Crystal Sullivan	Ronda Stearns	Karen Carroll
Katherine Hicks	Jeri Frank	Michele Curlin	Becky Kipperman	
John Blackwood	Matthew Figueroa	Cathy Chapman	Steve Rogers	

**Consent agenda:**

- Minutes of College Board Meeting of Feb. 13, 2019
- Personnel Actions
- Resolution No. 4- Budget and Revenue
- Second reading of policies:

<u>Old #</u>	<u>New #</u>	<u>Title</u>
318.09	7341	Sabbatical Leave
302.14	7700	Whistleblower
N/A	2510	College Governance

The Consent Agenda was approved by general consent and the items will be attached to the permanent minutes.

**Changes to the agenda:** There were none.

**Citizen comments:** There were none.

**Sabbatical**

John Blackwood, Computer Information Systems (CIS) faculty, reported on his Fall 2018 sabbatical. In a presentation titled "Cloud & Virtualization" Technologies, Mr. Blackwood explained accessing the cloud, cloud types, and using the cloud. Virtualization was defined and examples of its use were shared. The presentation ended by sharing the impact this information will have on the CIS programs.

## REPORTS

**ASUCC – Katherine Hicks, President:** The students thanked the Facilities department for their awesome work after the recent snow storm in getting the campus up and running in a timely manner.

**President – Dr. Debra Thatcher:**

- Initial plans are in the works for building the new Industrial Technology Center behind the Technology Center and integrating the programs between the two buildings. The College needs to obtain matching funds to go with the state funding. Drawings should be ready by July and a fundraising campaign will begin at that time.
- Wolf Creek Job Corp recently placed #5 in the rankings of national job corps centers. They attribute a part of their success to the partnership with UCC.
- Missy Olson, Dean of Enrollment Management, reviewed the enrollment report.

**Chair – Steve Loosley:** An editorial for the *News Review* was created in a recent meeting; the article shares the importance of veterans to the college.

**OCCA – Doris Lathrop:** There was no OCCA report. Dir. Lathrop inquired about the frequency of oral reports. Chair Loosley will discuss the matter with the associations.

**OLD BUSINESS** - There was none.

## NEW BUSINESS

President Thatcher presented the first reading of a new policy, Distance Education – Regular and Substantive Interaction, and explained this is what keeps distance education courses from being correspondence courses.

Natalya Brown, Chief Financial Officer, requested an increase to tuition and fees, as indicated on the Tuition and Fees Proposal Schedule which is attached to the permanent minutes, effective at the beginning of the academic year commencing in summer term 2019. The proposal includes a \$4 per credit tuition increase and a \$3 per credit instructional fee increase. In discussion, Chair Loosley indicated that whatever funding action the state takes will happen after the college budget is approved. Other fee increases were reviewed. An increase of 1% was proposed for facility rentals. There was a suggestion of increasing it to 2% as long as it won't be out of line with similar community rates. The tuition and fees proposals were addressed in segments.

**MOTION:** I move to increase facility fees up to 2%, as presented. Motion by Dir. Tamm, seconded by Dir. Weikum and carried unanimously.

**MOTION:** I move to approve the increase in tuition to \$4 per credit, as presented. Motion by Dir. Lathrop, seconded by Dir. Kennerly and carried unanimously.

**MOTION:** I move to approve the out of state and international tuition increase, as presented. Motion by Dir. Tamm, seconded by Dir. Weikum and carried unanimously.

**MOTION:** I move to adopt the student fees as presented in the schedule. Motion by Dir. Kennerly, seconded by Dir. McGrorty and carried unanimously.

Chair Loosley expressed concern about the pattern of tuition and fees increases in recent years. Next year he would like the College to offer additional options to offset budget shortfalls. Dir. Tamm appreciates the college's efforts toward increasing enrollment; the results are showing. She also suggested consideration in reviewing a past proposal for seeking international students. President Thatcher noted the millions of dollars in cuts that have taken place in recent years along with the tuition increases. Additionally, the College is looking at alternatives such as online classes and enrollment management. The continuous escalation of costs is a great example of why advocacy is needed from Douglas County residents to legislators.

President Thatcher presented, for Board approval, the Honorary Degree Selection Committee's unanimous recommendation for presenting an Honorary Associate of Arts degree to Robert Leo Heilman. Mr. Heilman is a retired timber worker and an author who has published several books: *Overstory Zero*, *The World Pool*, and *Children of Death*. His success as a writer and community member is an example of what one can achieve in life when starting with disadvantages. He is an excellent example to any UCC student, potential student, or citizen of what can be achieved with effort and developed talent. The committee agreed that Mr. Heilman has impressively demonstrated the skills we aspire to instill in our Associate of Arts students and is highly deserving of an honorary degree.

**MOTION:**        **I move to award the Honorary Associate of Arts degree to Robert Leo Heilman, as presented. Motion by Dir. Weikum, seconded by Dir. Lathrop and carried unanimously.**

**Board comments:** There were none.

The meeting adjourned at 6:18 p.m.

Respectfully submitted,

Approved,

Debra H. Thatcher, Ph.D.  
 Clerk of the Board

Steve Loosley  
 Chair of the Board

Recorded by Robynne Wilgus

Attachments to Permanent Minutes:

- Personnel Actions
- Res. No. 4
- Policies 7341, 7700, 2510
- Tuition and Fees Proposal Schedule



*Serving Douglas County Since 1964*

TO: UCC Board of Education  
FROM: Lynn Johnson, Director of Human Resources  
SUBJECT: Personnel Actions  
DATE: April 10, 2019

Board approval is requested on the following personnel action:

**Administrative/Confidential-Exempt Contracts:**

Shawn W. Clark, Director of Advancement – Probationary Contract Effective April 8, 2019 to June 30, 2019

Vincent Rose, Director of Information Technology - Probationary Contract Effective March 16, 2019 to June 30, 2019

**Faculty Contract:**

Sheryl Lehi, Business Instructor – Effective April 1, 2019

**Resignation/Separations:**

Sandra Davis, Instructor – Effective March 16, 2019

<p><b>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</b></p>	<p><input type="checkbox"/> Information Item <input checked="" type="checkbox"/> Action Item</p>
<p>Subject: Personnel Employment Agreements</p>	<p>Date: April 10, 2019</p>
<p>Board approval is requested to award contracts for Administrator/Confidential Exempt employees and contracts for probationary and regular Faculty for the 2019-2020 fiscal year.</p>	
<p>Recommendation by:</p> <p><i>Sydney M. Johnson</i></p>	<p>Approved for Consideration:</p> <p><i>Debra Thatcher</i></p>



**Contract Renewals  
Administrators and Confidential/Exempt Staff  
Fiscal Year 2019-2020**

**Administrators/Confidential-Exempt - Award One-Year Contract:**

Jason Aase	Craig Jackson
Elizabeth Bastian	Lynn Johnson
Michelle Bergmann	Carol McGeehon
Natalya Brown	Jess Miller
Karen Carroll	Kira Oerman
Debra Caterson	Missy Olson
Tiffany Coleman	Jessica Richardson
Sue Cooper	Steven Rogers
Kacy Crabtree	Micque Shoemaker
Jules DeGiulio	Andrew Swan
Rosario Fauver	Robin VanWinkle
April Hamlin	Robynne Wilgus
Brenna Hobbs	Katie Workman

**Administrators/Confidential-Exempt - Continuation of Probationary Contract:**

Emily Fiocco (7/1/19-1/31/20)  
Ina Jackson (7/1/19-11/12/19)  
Jason "Mitch" Mitchell (7/1/19-11/30/19)  
Vincent Rose (7/1/19-9/15/2019)

**Administrator/Confidential-Exempt - Award One-Year Contract  
Funding Sources Other Than General Funds:**

Marjan Coester

**Administrator/Confidential-Exempt - Award One-Year Contract  
Contingent Upon Funding From Outside Sources:**

Ellen Brown	Mary Morris
Melinda Collier	Leslie Rogers
Heather Freilinger	

**Administrator/Confidential-Exempt - Continuation of Probationary Contract  
Contingent Upon Funding From Outside Sources:**

Karissa Bent (7/1/19-12/31/19)

**Salary Recommendations - Full-Time Faculty  
Fiscal Year 2019-2020**

**Renew Regular Faculty Status:**

R. Clay Baumgartner	Kevin Mathweg
Melinda Benton	Michael Matteo
John Blackwood	Jillanne Michell
John Blakely	April Myler
Sean Breslin	Tafea Polamalu
Toni Clough	Joanne Richards
Patrice Coate	Susan Rochester
Mitchell Cugley	Emery Smith
L. Mick Davis	Gregg Smith
Amy Fair	Rod Snook
Ian Fisher	Mary Stinnett
Marie Gambill	David Stricklin
Gary Gray	Crystal Sullivan
Danielle Haskett	Duane Thompson
Jason Heald	Nicholas Tratz
Andre' Jacob	Joseph Villa
Martha Joyce-Test	Georgann Willis
Roger Kennedy	R. Dee Winn
Jennifer Lantrip	David Wolf
Daniel Leeworthy	Vincent Yip
Tamara Loosli	Charles Young

**Award Regular Faculty Status:**

Alan Aylor	Brent Lewis
Patrick Harris	Shauna McNulty
Stuart Kramer	Cynthia Steele

**Renew Probationary Contract Status:**

Bryan Benz	Doyle Poole
Peter Chamberlain	Jeremiah Robbins
Jan Dawson	Jarred Saralecos
Alexander Jardon	Lesa Beth Titus
Alan King	

**Renew Regular Faculty Status - Soft Money/Grants, Contracts & Other:**


(Contingent upon funding from outside sources)

Clare Leeper

**Renew Probationary Contract Status - Soft Money/Grants, Contracts & Other:**

(Contingent upon funding from outside sources)

Sean Mock

<p><b>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</b></p>	<p><input type="checkbox"/> Information Item <input checked="" type="checkbox"/> Action Item</p>
<p>Subject: Resolution #5, Increase Appropriation</p>	<p>Date: 4/10/2019</p>
<p>This is a resolution to increase appropriation in the Special Revenue Fund – Grants &amp; Contracts.</p> <p>UCC has unspent funds available from FY2018 Title III grant in the amount of \$81,305.</p> <p>The Title III grant was awarded to UCC with the objective of engaging in strategies for student success. It started on October 1, 2013 with an original end date of September 30, 2018. The end date was extended to June 30, 2019 to provide an opportunity to expend the remaining awarded funds and further engagement in student success.</p>	
<p>Recommendation by:</p>	<p>Approved for Consideration:</p> 

UMPQUA COMMUNITY COLLEGE  
Resolution No. 5 - FY 18-19  
Increase Appropriation and Approval to Spend

WHEREAS, Umpqua Community College has unspent funds available from FY2018 Title III grant in the amount of \$81,305, which could not have been reasonably foreseen, and

WHEREAS, the provisions of ORS 294.338 (2) allow for the expenditure of specific purpose grants;

NOW, THEREFORE  
BE IT RESOLVED, that the Board of Education at Umpqua Community College hereby adopts this resolution for the grant expenditures in the amount of \$81,305 for the execution, implementation and operation of Title III

Special Revenue Fund - Grants and Contracts

	18-19 Budget Through Resolution 4	Adjustment	18-19 Budget Through Resolution 5
REVENUES:	\$ 5,867,658	\$ 81,305	\$ 5,948,963
EXPENDITURES:			
Instruction	\$ 1,006,675	\$ -	\$ 1,006,675
Instruction Support	1,006,033	-	1,006,033
Student Services	2,839,163	\$ 81,305	\$ 2,920,468
College Support Services	215,627	-	215,627
Community Services	800,160	-	800,160
<b>TOTAL</b>	<b>\$ 5,867,658</b>	<b>\$ 81,305</b>	<b>\$ 5,948,963</b>

ADOPTED: APRIL 10, 2019

\_\_\_\_\_  
Clerk of the Board

\_\_\_\_\_  
UCC Board Chair

<p style="text-align: center;"><b>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</b></p>	<p style="text-align: center;"><input type="checkbox"/> Information Item <input checked="" type="checkbox"/> Action Item</p>
<p>Subject: Resolution #6, Approval to Spend Funds</p>	<p>Date: April 10, 2019</p>
<p>This is a resolution to increase appropriation in the Special Revenue Fund-Grants and Contracts.</p> <p>UCC was awarded an additional \$69,135 from the Oregon Department of Education for the Childcare Resource and Referral Program for Douglas, Lane and Klamath Counties. The agreement runs from March 1, 2019 through June 30, 2019 with the remaining funds available for carryover into the new year.</p>	
<p>Recommendation by:</p> <p style="text-align: center;"><i>N. Brown</i></p>	<p>Approved for Consideration:</p> <p style="text-align: center;"><i>Debra Hatcher</i></p>

UMPQUA COMMUNITY COLLEGE  
Resolution No. 6 - FY 18-19  
Approval to spend funds

WHEREAS, Umpqua Community College has been awarded \$69,135 from the Oregon Department of Education (ODE), and;

WHEREAS, funds have been awarded, which could not have been anticipated in the budget process, and;

WHEREAS, the provisions of ORS 294.338 (2) allow for the expenditure of specific purpose grants in the year of receipts;

NOW, THEREFORE  
BE IT RESOLVED, that the Board of Trustees at Umpqua Community College hereby adopts this resolution for the grant expenditures in the amount of \$69,135 for the continued operation of the Childcare Resource and Referral Program.

Special Revenue Fund - Grants and Contracts

	18-19 Budget Through Resolution 5	Adjustment	18-19 Budget Through Resolution 6
REVENUES:	\$ 5,948,963	\$ 69,135	\$ 6,018,098
EXPENDITURES:			
Instruction	\$ 1,006,675	\$ -	\$ 1,006,675
Instruction Support	1,006,033		1,006,033
Student Services	2,920,468	-	2,920,468
College Support Services	215,627	-	215,627
Community Services	800,160	69,135	869,295
<b>TOTAL</b>	<b>\$ 5,948,963</b>	<b>\$ -</b>	<b>\$ 6,018,098</b>

ADOPTED: APRIL 10, 2019

\_\_\_\_\_  
Clerk of the Board

\_\_\_\_\_  
UCC Board Chair

<p style="text-align: center;"><b>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</b></p>	<p style="text-align: center;"><input type="checkbox"/> Information Item <input checked="" type="checkbox"/> Action Item</p>
<p>Subject: Resolution #7, Transfer of Appropriation</p>	<p>Date: April 10, 2019</p>
<p>This is a resolution to transfer appropriation in the Administratively Restricted Fund.</p> <p>A transfer of appropriation from Administratively Restricted Fund Instruction to Administratively Restricted Fund Instructional Support is necessary in order to ensure sufficient budget for unforeseen expenses</p>	
<p>Recommendation by:</p> <p style="text-align: center;"><i>N. Brown</i></p>	<p>Approved for Consideration:</p> <p style="text-align: center;"><i>Debra Hatcher</i></p>

UMPQUA COMMUNITY COLLEGE  
Resolution No. 7 - FY 18-19  
Transfer of Appropriation

WHEREAS, the provisions of ORS 294.463 (1) allow for the transfer from one existing appropriation category to another;

NOW, THEREFORE BE IT RESOLVED, that the Board of Education at Umpqua Community College hereby adopts this resolution to transfer appropriations from Administratively Restricted Instruction to Instructional Support in the amount of \$36,400.


Administratively Restricted Fund			
	18-19 Budget Through Resolution 6	Adjustment	18-19 Budget Through Resolution 7
REVENUES:	\$ 4,609,729	\$ -	\$ 4,609,729
EXPENDITURES:			
Instruction	\$ 2,341,697	\$ (36,400)	\$ 2,305,297
Instruction Support	678,307	36,400	714,707
Student Services	1,034,393		1,034,393
College Support Services	390,094	-	390,094
Community Services	65,495	-	65,495
Transfers	29,743	-	29,743
Operating Contingency & Reserve	70,000		70,000
<b>TOTAL</b>	<b>\$ 4,609,729</b>	<b>\$ -</b>	<b>\$ 4,609,729</b>

ADOPTED: APRIL 10, 2019

\_\_\_\_\_  
Clerk of the Board

\_\_\_\_\_  
UCC Board Chair



<p style="text-align: center;"><b>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</b></p>	<p style="text-align: center;"><input type="checkbox"/> Information Item <input checked="" type="checkbox"/> Action Item</p>
<p>Subject: Budget Committee Term Correction</p>	<p>Date: Dec. 12, 2018</p>
<p>Board approval is requested for the correction to the Budget Committee terms:</p> <ul style="list-style-type: none"> <li>• Zone 1, 4, &amp; 7: Term of appointment is July 2018 through June 2021 (3 years)</li> <li>• Zone 3: Term of appointment is through June 30, 2020 (completing the term previously held by Chris Davidson)</li> <li>• All four of the positions were previously approved for a three-year term at the December 12, 2018 Board meeting.</li> </ul> <p>Zone 1: Hop Jackson</p> <p>Zone 3: Tom Davidson</p> <p>Zone 4: Sally Dunn</p> <p>Zone 7: Matt Fullerton</p>	
<p>Recommendation by:</p>	<p>Approved for Consideration:</p> 



## BOARD POLICY

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**TITLE: Distance Education – Regular and Substantive Interaction (RSI)**

**BOARD POLICY # 4106**

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**Policy:**

Consistent with the federal regulations pertaining to federal financial aid requirements and regular and substantive interaction (RSI), UCC distance education classes will include compliance with regular and substantive interaction guidelines. The guidelines will be developed with faculty and posted on the UCC website. RSI compliance reporting for distance education classes and programs will be part of the annual assessment report.

**RESPONSIBILITY:**

The Provost is responsible for implementing and updating this policy in collaboration with faculty. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION:**

**DATE(S) OF REVISION:**

**DATE(S) OF PRIOR REVIEW:**



## ADMINISTRATIVE PROCEDURE

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**TITLE:** Distance Education – Regular and Substantive Interaction

**ADMINISTRATIVE PROCEDURE #** 4106

**RELATED TO POLICY #** 4106 Distance Education – Regular and Substantive Interaction

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These procedures apply to all distance education courses to ensure quality and compliance. These procedures support the established guidelines and evaluation of distance education courses.

1. Faculty will refer to the established guidelines posted on the uconline web page to ensure compliance in each and every online course.
2. New Faculty will be trained and assessed before being assigned online course assignments.
3. Faculty will audit their online courses for compliance with regular and substantive interaction as part of the annual course assessment report. This audit checklist shall be added to the course assessment report and available on the intranet assessment page. Any noted improvements shall be implemented the term the course is next offered.

**RESPONSIBILITY:**

The Provost is responsible for implementing and updating this procedure in collaboration with UCCOnline and Academic Council.

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION:**

**DATE(S) OF REVISION:**

**DATE(S) OF PRIOR REVIEW:**

## **REGULAR AND SUBSTANTIVE INTERACTION (RSI) GUIDELINES**

### **I. Why substantive interaction matters:**

1. Positive impact on Students:
    - a. Student Success
    - b. Retention
    - c. Advancement
  2. Effects on Financial Aid
    - a. An institution that offers completely competency based education or distance education, needs to make sure they meet the regular and substantive requirements otherwise they risk losing funding and could face fines if found in non-compliance. The U.S. Department of Education requires that all online courses for which students may use Title IV funds “ensure that there is regular and substantive interaction between students and instructors.” The DOE has the authority to review distance learning offerings at colleges and universities that receive federal funds.
  3. RSI is more than a federal requirement, it is the foundation of effective online teaching and learning.
- 

### **II. Differences between Correspondence Courses vs. Distance Education Online Classes:**

1. In a correspondence course, an instructor will use mail or electronic transmission to provide materials to students who are separate from the instructor. This material would normally include all exams and course work. There is limited interaction, if any, between instructor and students. If interaction occurs it is normally initiated by the student and the work is self-paced. Correspondence courses are not eligible for federal financial aid.
2. Distance education (online and hybrid) uses technology to deliver instruction to students and includes regular and substantive interaction between students and the instructor. Interaction is regular (at least once weekly) and there is interaction of an academic nature initiated by the instructor on a regular basis.

**III. Content and Time Equivalency:**

1. Online and hybrid courses must meet the same credit hour requirements as face-to-face courses.
  2. Without face-to-face lectures, online instructors must be more intentional about creating opportunities for substantive interaction to occur.
  3. Each course should have weekly deadlines and a weekly announcement.
  4. Virtual office hours or hours that you are available online should be posted in the syllabus.
- 

**IV. Interaction should be Substantive and Academic in Nature:**

1. Assignments should create opportunities within the online course to provide assessment of learning through substantive feedback comments. Limited feedback such as posting good job or just entering a numerical grade does not qualify as substantive. Feedback should be meaningful, both when a student is doing well, and in areas where they could improve.
  2. Substantial feedback interaction could be in the form of audio, written, or video.
  3. There should be at least one assignment per week where substantial feedback from the instructor is provided.
- 

**V. Course Structure:**

1. Online courses should be set up in a logical organized manner including assigned content in weekly folders.
2. All courses should contain a welcome message.
3. There should be a weekly announcement identifying feedback on assignments, instruction for upcoming assignments, and other course or institutional reminders.
4. Feedback can be in the form of interaction during the weekly course discussion forum.
5. The syllabus shall be easily located in the course shell and in the format approved through academic council.

6. The syllabus will contain specific time frames describing when to expect feedback for assignments and turnaround time for communication. This time frame for feedback should not be more than 2 weeks and the communication should normally be 24-48 hours.
  7. Identify how students can interact with you, i.e., phone, email, office hours.
- 


#### **VI. Points to Consider - Regular and Substantive Interaction (RSI):**

1. Regular interaction is scheduled in the course structure and syllabus
2. Interaction is designed to offer value to the student experience and positively affect learning outcomes
3. Sufficient quality interaction to establish instructor presence
4. Student engagement surpasses reading the text and completing auto graded assessments
5. Once weekly direct engagement with instructor, activities and/or peers build into each week
6. Time investment for students is present and clear in the course syllabus and/or welcome pages
7. An activity with a deadline before the end of week 1 is present to measure participation


**The following checklist will be implemented into the annual course assessment report. Faculty will check their course, indicate whether RSI is present in each characteristic, and if not, the plan for implementation. This report will be filed along with the annual assessment report, which is reviewed by the Dean associated with the division of each class.**

**Regular and Substantive Interaction (RSI) Checklist**  
**If RSI is not evident in all areas, please provide the plan and date for implementation:**

<b>Characteristic</b>	<b>Examples</b>	<b>Present in Course</b>
<p><b>Initiated by Instructor</b></p> <p>Interaction should be started by the instructor to count as regular and substantive. There should be an active presence in initiating and guiding a range of interactions with students.</p>	<ul style="list-style-type: none"> <li>• Instructor participates in weekly discussion forum</li> <li>• Instructor asks a student to visit during office hours</li> <li>• Instructor provides individualized substantive comments through audio, video, or writing on student assignments</li> </ul>	
<p><b>Frequent and Consistent</b></p> <p>Interaction should be reasonably frequent and consistent throughout the course. Once the term begins, there should not be more than one week that passes without interaction with students in some form. The mode of interaction may vary throughout the course, but there must be a presence the entire term. Daily communication is not required, but at a minimum instructors should be available during office hours and respond to student emails within 24-48 hours.</p>	<ul style="list-style-type: none"> <li>• Course announcement posted weekly</li> <li>• Post weekly office hours when students can reach you online more than one time per week</li> <li>• Provide written feedback to students at least on one assignment per week</li> </ul>	
<p><b>Focused on course subject</b></p> <p>Interactions should pertain to the course content and contribute to the students' progress towards the course outcomes. Routine procedural reminders aren't substantive on their own, neither are numerical grades unless accompanied by personalized feedback or suggestions for improvement.</p>	<ul style="list-style-type: none"> <li>• Send a message or post an announcement to students previewing concepts introduced in the next unit and/or listing questions for students to consider while reading the textbook chapters</li> <li>• Post an example of how a real world situation relates to the assigned content</li> <li>• Provide specific feedback on written work</li> </ul>	

<p><b>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</b></p>	<p><input checked="" type="checkbox"/> Information Item <input type="checkbox"/> Action Item</p>
<p>Subject: Introduction of All Oregon Academic Team Scholars</p>	<p>Date: April 10, 2019</p>
<p>Marjan Coester, Director for Student Life, will introduce two student scholars who were chosen for the All Oregon Academic Team: Danielle Teichner and Emily Warren.</p>	
<p>Recommendation by:</p>	<p>Approved for Consideration:</p> 



<p align="center"><b>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</b></p>	<p><u>  X  </u> Information Item</p> <p><u>      </u> Action Item</p>												
<p>Subject: Reports</p>	<p>Date: April 10, 2019</p>												
<table> <tr> <td>ASUCC Report</td> <td>Katherine Hicks</td> </tr> <tr> <td>ACEUCC Report</td> <td>Susan Neeman</td> </tr> <tr> <td>UCCFA Report</td> <td>John Blackwood</td> </tr> <tr> <td>UCCPTFA Report</td> <td>Jeri Frank</td> </tr> <tr> <td>President's Report</td> <td>Debra Thatcher, President</td> </tr> <tr> <td>Chair Report</td> <td>Steve Loosley</td> </tr> </table>		ASUCC Report	Katherine Hicks	ACEUCC Report	Susan Neeman	UCCFA Report	John Blackwood	UCCPTFA Report	Jeri Frank	President's Report	Debra Thatcher, President	Chair Report	Steve Loosley
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**Office of the Provost  
Report to the Board of Education  
April 2019**

**ARTS & SCIENCES** (Karen Carroll, Dean)

1. The Science and Mathematics Department is hosting a high school math competition at UCC on April 4<sup>th</sup>. The event will be held at the Lang Center, with a scavenger hunt across campus to allow the high school students the opportunity to see different parts of campus and interact with staff.
2. Two faculty, Jillanne Michell and Jason Heald, are on sabbatical spring term. They both have trips planned out of the country to pursue scholarly work in their fields of English Literature and Music, respectively.
3. Twenty-two (22) part-time faculty participated in the first academic joint-division (Arts and Sciences and Career and Technical Education) meeting specifically for part-time faculty. The meeting was held on March 14. Information on accessibility, distance education requirements, behavioral intervention, advising, and accreditation were presented at the evening meeting.
4. On-campus interviews for the full-time faculty position in theater will be held during the week of April 1. Three (3) candidates out of six (6) interviewed will be on campus.

**ASSESSMENT AND ACCREDITATION**

(Emily Fiocco, Director of Assessment and Accreditation)  
(Danielle Haskett, Academic Assessment Facilitator)

5. Met with faculty from 5 of 8 Departments to discuss their current take on assessment and accreditation efforts within their departments.
6. Attended a Student Services meeting to discuss assessment. Two meetings are scheduled with campus departments to discuss assessment practices (Registrar and Financial Aid).
7. Held academic assessment “kick off” with Academic Deans, Academic Facilitator, and Provost. Introduced and revised initial academic assessment tools and processes for academic assessment implementation during academic year ‘19-20. Created first draft of Year 1 (‘19-’20) Timeline for Academic Assessment development.
8. Provided presentations about upcoming accreditation visit (logistics, content of recent report, and mission fulfillment work) to 5/10 planned campus groups.

**CAREER & TECHNICAL EDUCATION** (J. Aase, Dean)

9. Patrice Coate, Nurse Educator for NRS222, Acute II, shared data for the second-year cohort: Of the 37 categories evaluated in the HESI exam, the 2<sup>nd</sup> year class exceeded the national average in 31 of the 37 categories! Of the remaining 6—the 2<sup>nd</sup> year students met acceptable levels in 5 categories. This is incredible! On the “individual questions” section, students surpassed national averages on 84% of the questions. The bottom line: this is an awesome cohort of students and represents a continued improvement of the UCC nursing program for the last 3 years. Congratulations students, staff, and faculty!
10. The 2015 Freightliner Cascadia with auto-shift valued at \$80,000 was delivered to the College in late February and is already being used by the Truck Program. This former Test Truck had less than 20,000 miles on it when it arrived. The Truck Instructors are using an “app” which covers

all the features and use of the vehicle. This donation is allowing the program to train the largest number of students in a single Truck Driving class at UCC.

11. As of January 31, 2019 Umpqua Community College made the top 10 list for certifications issued by nc3 (National Coalition of Certification Centers). Umpqua Community College has awarded 95 certifications for this cycle. Three Torque Certification courses have been delivered onsite to local manufacturers during winter term. These trainings contributed to UCC making the Top 10 nc3 Certification Centers for January 2019.
12. Toyota TTEEN is expanding Umpqua Community College's dealership and recruiting area into the Sacramento area to increase the number of students for Umpqua Community College's program. This adds over seventeen dealers in northern California to our recruitment area!
13. The Viticulture & Enology department hosted 4 meetings for industry groups in March. Groups included the Oregon Wine Growers Association, Oregon Wine Board and Umpqua Valley Wine Growers.

#### **DISTANCE EDUCATION** (C. Sullivan, interim coordinator)

14. Crystal Sullivan has been appointed Interim Coordinator for Distance Education and will report directly to Dr. Crabtree, provost.
15. Several policies and procedures are being developed to ensure our distance education initiatives are in compliance with federal regulation.
16. Fifty online courses are being evaluated for the first time in ten years to determine quality and effectiveness.
17. Interim Coordinator will work with academic deans and provost to determine programs that can be offered online.

#### **ENROLLMENT MANAGEMENT** (Missy Olson, Dean)

18. FAFSA applications imported comparison:
  - a. 19/20 – 1,961 – Will continue to receive until June 2020
    - i. Up 648 from last month's report
  - b. 18/19 - 3,773 – Will continue to receive until June 2019
    - i. Up 74 from last month's report
  - c. 17/18 – 3,994
  - d. 16/17 – 3,740
  
19. Financial Aid awards processed comparison:
  - e. 18/19 – 2,004 - Will continue through June 2019
    - i. Up 40 from last month's report
  - f. 17/18 – 1,896
  - g. 16/17 - 1,805
  
20. Spring Admissions through March 21, 2019:
  - h. 18-19: 544
  - i. 17-18: 369
  
21. Winter Term Testing Center Report
  - j. Placement Testing: 110 tests
  - k. Pearson Vue Testing (GED and others): 430 tests
  - l. Industry testing (agriculture, auto, Castel, electrical board, health): 92 tests
  - m. Nursing Program Essay: 120 tests
  
22. Recruitment initiatives:

- Financial Aid introduced the latest “mystudentaid” app in an effort to show that it is now easier to apply for financial aid.
- School Outreach Visits: Douglas High School, 3/5 and 3/11
- Campus Events: Powers High School, 3/7
- Orientations: 3/6, 3/14, 3/20, 3/26

23. Retention initiatives:

- College Transitions held the annual Dual Credit Articulation Meeting. Around 20 dual credit instructors and 10 UCC faculty attended to align courses and outcomes and receive dual credit updates

**INSTITUTIONAL EFFECTIVENESS** (collaborative teams)

- 24. An Institutional Effectiveness (IE) plan is being developed and will be co-led by Dr. Thatcher, Dr. Crabtree, Dr. Aylor and Emily Fiocco.
- 25. IE initiatives will be integrated into Assessment and Accreditation in September 2019.
- 26. IE work is a critical component of remaining compliant with NWCCU and UCC desires to engage in continual improvement.

**INSTITUTIONAL RESEARCH** (Steve Rogers, Director)

- 27. Provided data to support the Title III Annual Performance Report (enrollment, graduation rate, suspension rate, academic probation rate, and average number of credits completed by students).
- 28. Provided an enrollment history report as requested by the UCC Board of Education.
- 29. Provided five terms of FTE/enrollment data to the academic deans for use in program cost analysis.
- 30. Provided FTE and enrollment reports to Chair of engineering department for use in program assessment.
- 31. Proof-read spring 2019 Ad-Hoc report prior to submittal to NWCCU.

**LIBRARY SERVICES AND LEARNING SUPPORT** (Carol McGeehon, Director)

- 32. 72 students signed the attendance sheet for the study-in on March 15, 2019. Fall term study-in had 64 students sign the attendance sheet.
- 33. The in-person information literacy session comparison from academic year 2018-2019 and 2017-2018:
  - AY 2018-19 to date: 1146 students, 47 sessions
    - *Fall 2018: 782 students, 30 sessions*
    - *Winter 2019: 364 students, 17 sessions*
  - AY 2017-18: 865 students, 47 sessions
    - *Fall 2018: 411 students, 19 sessions*
    - *Winter 2019: 212 students, 14 sessions*
    - *Spring 2018: 242 students, 14 sessions*

Summary of questions asked of the Research & Instruction librarian and the Library Director:

Term Week	Date	Tech	Research	Directional	General	Tour Group Library Intro	Unavailable Resources Requested	<5 min	5-30 min	>30 min	In-Person	Phone	Email	Canvas
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<b>Fa 17 Wk 8-11 Totals</b>	54	20	17	6	9	1	1	27	21	5	50	1	3	0
<b>Wi 18 Totals</b>	143	34	78	7	16	8	0	66	61	16	110	11	26	0
<b>Sp 18 Totals</b>	130	32	78	6	12	2	0	54	63	13	105	5	26	0
<b>Su 18 Totals</b>	34	15	13	4	2	0	0	15	15	1	23	0	7	0
<b>Fa 18 Totals</b>	263	113	96	10	43	1	0	173	81	8	214	14	20	4
<b>Wi 19 Totals</b>	211	68	105	9	28	0	1	128	64	18	192	4	13	0

34. Students using the Success Center for tutoring:

- 2017-2018 6,315 visits by 621 students for a total of 11,083 hours
- 2018-2019 YTD 7,512 visits by 629 students for a YTD total of 11,914 hours

**STUDENT SERVICES** (April Hamlin, Dean)

35. Danielle Teichner has been selected as a 2019 Coca-Cola Academic Team Gold Scholar and will receive a \$1,500 scholarship. Selection as a Coca-Cola Gold Scholar was based on scores earned in the All-USA Academic Team competition, for which more than 2,000 applications were received this year.
36. 57 high school seniors applied to be part of the sixth UCC Scholar cohort. Compared to last year, this is 40% less than the number that applied last year. In addition, as compared to last year, there were no applicants from Douglas High School, Elkton High School, North Douglas High School, Umpqua Valley Christian Academy, and home-school students. Verification of eligibility for the program will be completed by the end of March. Historically, the cohort size decreases 35% between verification and individuals choosing to attend another institution.
37. The Student Support Services – Transfer Opportunity Program (SSS-TOP) Annual Performance Report was completed in February and submitted early TOP met all grant objectives again and were awarded all 15 prior experience points. The SSS-TOP at UCC has met all grant objectives every year; competitive preference priority points were awarded this grant cycle, and this will give us additional points in the next grant competition that will open in December 2019. Our graduation objectives were a spot of significant improvement with an 11% increase over the prior year in students completing Degrees or Certificates, and a 10% increase in students attaining their degree or certificate and transferring.
38. We will be meeting with Emily Fiocco to discuss operationalizing additional leading indicators from our Individualized Student Success Plans into our formal UCC Assessment next year.
39. The Student Services & Enrollment Management Divisions met on 3/15/2019 to review key knowledge indicators in preparation for the Accreditation Visit on 4/18 – 4/19.

**TITLE III** (Cynthia Horkey, project manager)

40. The Year 5 Annual Performance Report has been completed and submitted to the Department of Education.
41. The annual external evaluation from Pacific Research and Evaluation has been completed and the report has been submitted to the Department of Education.
42. Title III has purchased 10 new wireless access points to improve the wireless on campus (\$13k).
43. Title III has invested \$12k into updating the computer laboratory for Accessibility Services.

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## OFFICE OF BUSINESS SERVICES BOARD REPORT

April 2019

Natalya Brown, Chief Financial Officer

### Office of Business Services; Natalya Brown, Chief Financial Officer

- Key priorities:
  - Promote a positive institutional climate and culture
  - Promote quality services and delivery
  - Assure financial integrity of the College
  - Integrate college offerings with the community
- The main focus of the activities during the month of March concentrated on preparing a balanced budget document for fiscal year 2020. I would like to thank the campus for their hard work in playing an active role in the budget preparation process.
- The College leadership have met with the representative of student government on March 7<sup>th</sup> to discuss the tuition and fee proposal. The presentation document is located here:  
[https://www.umpqua.edu/images/Budget\\_Department/StudentPresentationMarch072019R.pdf](https://www.umpqua.edu/images/Budget_Department/StudentPresentationMarch072019R.pdf)
- In February, the College entered into the agreement with Rogue Credit Union for opening a small bank branch in UCC Bookstore. The partnership will provide our students scholarship and employment opportunities. The work will begin during summer with a completion target of opening during Fall term.

### Accounting and Finance Services; Ina Jackson, Director of Accounting and Finance

- Personal Property Tax Returns have been successfully completed and filed with the county clerk by the due date of 03/15/2019.
- Student 1098-T forms due to the IRS on March 31st have been successfully uploaded and submitted electronically

### Budget; Katie Workman, Budget Manager

- Key Priorities:
  - Improve existing and develop new processes
  - Manage current and develop future budgets without use of reserves
  - Third quarter review of all budgets complete. Concerns were addressed with department/division budget managers.
  - FY 2019-20 Proposed Budget completed. It was distributed to the External Budget Committee and made public on April 1, 2019 in compliance with Oregon Budget Law.
  - External Budget Committee meeting to be held on April 11, 2019 at 6:00 pm.
  - Provide budget and process training opportunities and communication to campus

### Purchasing Office; Jules DeGiulio, Purchasing Manager

- Key Priorities:
  - Update purchasing policies and procedures
  - Build and refine Office of Business Services Web Site
  - Learn and implement all Banner 9 processes for procurement of goods and services

**Facilities - PRESIDENT'S REPORT**  
**March 2019**  
**Jess Miller, Director of Facilities and Security**

**Maintenance; Jess Miller, Director of Facilities and Security**

- Remodel of Centerstage Theater in Whipple Fine Arts is near completion and will contribute greatly to the efforts of recruitment and retention of students in the Fine and Performing Arts.
- Council developed a subcommittee to develop a Capital Projects list and prioritization. This effort will assist in guiding Facilities in the decision making process for projects.
- The process has begun for retrofitting all restrooms on campus to LED lighting as well as occupancy sensors. We were able to tie this project to Strategic Energy Management and identified \$4,711 in incentives which is nearly 50% of the overall project. Jim Epley and Apprentice Seri Hall are systematically performing this work.
- Maintenance continues to repair all damaged equipment from the storm.
- I attended the North West Association of Physical Plant Administrators (NWAPPA) conference primarily focused on Facility Performance indicators (FPI). The FPI is very valuable for benchmarking our institution and aligning with like institution. I was able to make new connections and have reached out for information to move forward with a Building Conditions Assessment (BCA) which was identified by the Capital Projects Subcommittee as a top priority.

**Grounds; Jess Miller, Director of Facilities and Security**

- Grounds continues to repair damage and remove trees and debris from the storm.

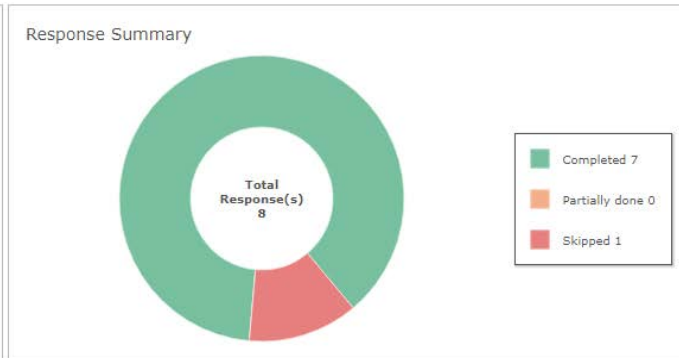
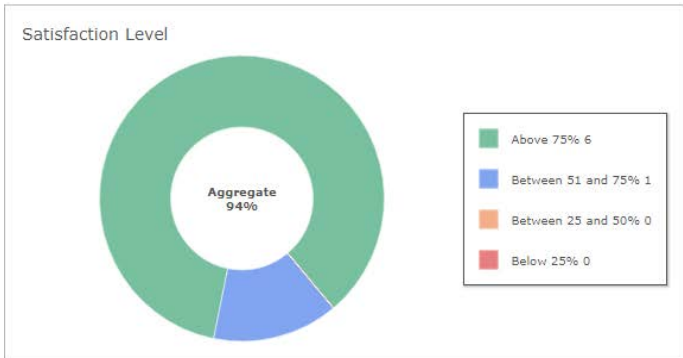
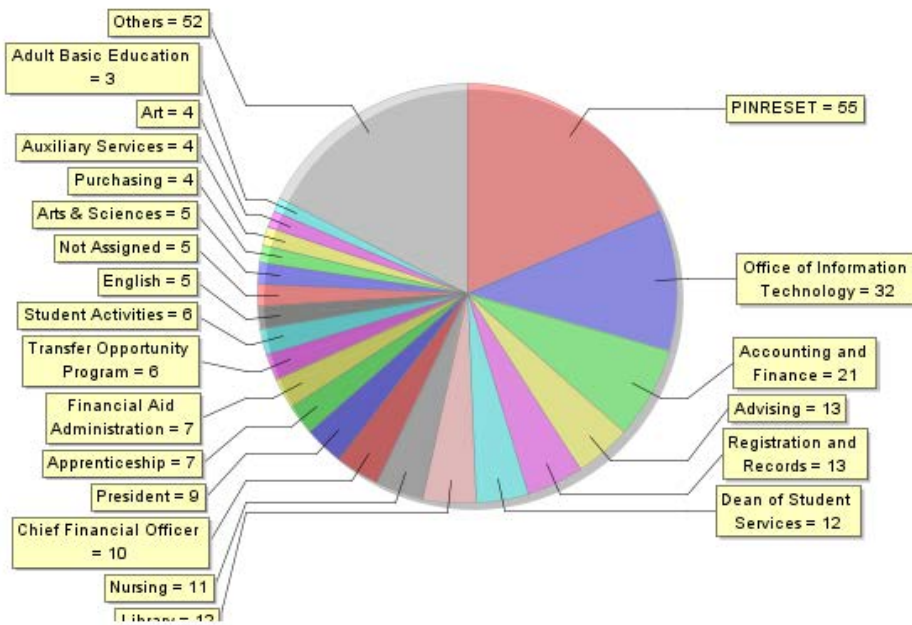
**Security; Jess Miller**

- Brian Sanders is now certified to provide DPSST training to all staff for license renewal as well as certifying new employees to work.
- Brian Sanders and I attended a session at Land Community College on Standard Response Protocol (SRP) training. SRP will take the place of ALICE training for emergency response in the fall. John Michael Keys, the founder of the I Love You Guys Foundation will be on campus on September 16<sup>th</sup> for the kickoff training to staff and faculty.

April 19 Board Report  
 Office of Information Technology  
 Vincent Rose, Director  
 April 19

### Information Technology Ticketing

- In the month of April 19 IT completed 293 tickets
- IT met the service level agreement (SLA) goal 89.75% of the time
- IT sent out eight surveys and seven were completed with an aggregate response of 93% satisfaction.





## End User Support

- Reimaged and upgraded six teaching stations

## Network and Systems Administration

- Automated installation of ShoreTel Communicator
- Completed ShoreTel Server upgrade

## Enterprise Information Systems

- Began testing the AAOT tracking implementation in the Test Environment
- Implemented patches for the May Banner patching and upgrades in the Test Environment

**HUMAN RESOURCES PRESIDENT'S REPORT**  
**April 2019**  
**Lynn M. Johnson, Director of Human Resources**

**Human Resources; Lynn M. Johnson, Director of Human Resources**

- Revision of classified and administrative evaluation forms has been completed and the revised documents are posted to the HR website ready for supervisors to use.

**Payroll; Lynn M. Johnson, Director of Human Resources**

- Pay Cycle Change Update: The first group of transition payments has been successfully repaid by employees requesting the six (6) month re-payment plan. The pay cycle change has been successful with no reports of hardship to employees.
- Inclement Weather and Payroll Processing: Payroll was processed by HR/Payroll Assistant Lisa Cram during the recent period of inclement weather in February. Due to extraordinary efforts on Lisa's part, and that of Chief Financial Officer Natalya Brown, payroll was processed and paid out only one day late, on March 1. This was possible only with an extraordinary partnership on behalf of Lisa, who left her family during the recent storm, to work remotely on behalf of all UCC employees. Director of Information Technology Vincent Rose, and Director of Facilities and Security Jess Miller also assisted by moving equipment to a space where generator access could be obtained, as there was no power on the main campus. This was done so paper checks were printed, and then mailed. It was a very proud team effort on behalf of many to make this happen.

**DEPARTMENT OF ATHLETICS PRESIDENT'S REPORT**  
**April 2019**  
**Craig Jackson, Director of Athletics**

**Athletics- Craig Jackson**

- Men's and Women's Basketball made the NWAC Championship Tournament
- Women's basketball lost in the NWAC Championship Game, finishing as the runner-up for the 2<sup>nd</sup> straight year- 4 Players named to the All-Tournament Team
- 6 Men's and Women's basketball players received the NWAC Academic Excellence Award for Sophomores with a g.p.a of 3.25 or higher
- 3 Men's Wrestlers were named to the NJCAA All- Academic Team - 3.50 g.p.a or higher

## **OFFICE OF ADVANCEMENT REPORT**

### **April 2019**

#### **UPCOMING EVENTS**

- April 4<sup>th</sup> – Foundation Scholarship Decision Day
- June 11<sup>th</sup> – Foundation Planned Giving Seminar

#### **UCC RETIREE LUNCHEON**

- The Foundation hosted its 3<sup>rd</sup> Annual UCC Retiree Luncheon on March 14<sup>th</sup> in the Lang Center. It was attended by approximately 25 retirees. John Blackwood spoke to the group on his recent sabbatical to research cloud services and virtualization technologies. Dr. Thatcher provided the retirees with UCC updates.

#### **FOUNDATION SCHOLARSHIPS**

- The 2019-20 scholarship process closed with 398 applications drafted and 69% (273) submitted. The Foundation will be awarding \$311,900 in scholarships on April 4<sup>th</sup>.

#### **NEW FOUNDATION ENDOWMENTS/SCHOLARSHIPS**

- The following endowments and annual scholarships have been established in the past six months:
  - Paulsen Family Endowed Scholarship
  - Salu Polamalu Memorial Endowed Scholarship
  - Eddie G Mott Memorial Endowed Scholarship
  - Steve Lovemark Annual Scholarship
  - Bill and Elin Miller Annual Scholarship
  - Cow Creek Truck Driving Scholarship
  - Bruce Family Nursing Scholarship
  - Josh Bidwell Foundation Scholarship
  - Whit-Log/Gene Whitaker Inc Annual Scholarship

#### **ALUMNI RELATIONS**

- A web form was created and marketed on Facebook to connect with UCC Alumni. 25 alumni have submitted their contact information to our office.

**Full-Time Faculty Association Update**  
**April 2019**  
**John Blackwood, UCCFA President**

- On March 7, 2019, the full-time faculty association and UCC's bargaining teams concluded current contract negotiations.
- The faculty association is working with the OEA to demand proper funding for Oregon's community colleges. On Wednesday, May 8, 2019, there will be a day of lobbying at the capital and we want a strong presence at that gathering, if possible.
- The faculty association continues to meet monthly.

## **UCCPTFA Board Report**

**April 2019**

**Jeri Frank, President, UCCPTFA**

- We are pleased to be recognized by the administration and the Board of Education for our vital role at UCC in providing quality instruction for our students across many curriculum areas.
- An evening part-time faculty meeting was held at the end of winter term, and the administration plans to hold another meeting in spring term. The purpose is to keep part-time faculty members better informed of UCC policies, procedures, and activities.
- We have monthly union meetings during each term to continue our important work on behalf of part-time instructors.
- Starting this spring we will initiate the bargaining process covering the entire bargaining agreement which expires in August 2019.

OCCA Report  
 March, 2019  
 Doris Lathrop, Trustee

We have not had an OCCA Board meeting since I last reported. All of the focus has been on lobbying the legislature for funding and watching bills that could have an effect on community colleges, if passed.

### **Legislative Update**

The capitol tempo is up and things are happening. The deadline for bills to be heard in their first committee is drawing near. OCCA continues to hold legislative update conference meetings every Monday at 4:00 pm. The following comes from the minutes of the last meeting.

HB 3381 Tuition Freeze -- John Wykoff stated that the student association originally relayed that they would not be introducing a bill but they did. He spoke with student association representatives strongly stating this was not the way to go about transparency. The bill was introduced with different language than originally planned. It is not about blame on community colleges for tuition increase but put the spotlight on the legislature for not providing sufficient funding. This was also talked about during the alliance meeting and John told the alliance that OCCA will oppose the bill and treat it as if it is moving through the process. The bill is set up with a blank dollar appropriation amount and states the amount has to cover current service level of \$590M. However, we are concerned with this language because what is really needed as true current service level is \$647M. If the bill moves on to the Ways and Means Committee OCCA will approach HECC to testify as to the real amount to maintain the current service level is and will follow to make sure this bill does not pass.

Other bills to be watching are:

- HB 2016 Collective Bargaining
- SB 576 Campus Security
- HB 2519 Hazing Policies
- SB 777 Prison Education

### **National Update (from Law-Alert)**


White House Outlines Priorities for HEA: The White House released a document outlining its priorities for the reauthorization of the Higher Education Act (HEA). Three primary areas addressed include: innovation; outcomes; and student debt. The administration once again calls for the expansion of Pell Grant eligibility to include shorter-term training programs, as well as a newly proposed pilot program to expand access to 'market-driven workforce development programs' via 'innovative providers' of postsecondary education. The document also proposes aligning Federal Work Study jobs with work-based learning opportunities.

In the area of outcomes, the administration is proposing a greater emphasis on outcomes in the accreditation process, and more transparency and data relative to postsecondary costs, graduation rates, and earnings outcomes. Additionally, the administration is proposing the creation of a new federal risk sharing accountability system, whereby institutions would assume greater financial responsibility for students that fail to repay federal loans. The administration is also calling for additional limits to student borrowing, and simplifying the current system of student loan repayment.


### **Next OCCA Meeting**

The next meeting of the OCCA board of directors will be held on May 17<sup>th</sup> at Salem, Chemeketa Community College.

Thank you for the opportunity to represent UCC and the UCC Board of Education at OCCA.

<p style="text-align: center;"><b>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</b></p>	<p style="text-align: center;"><input type="checkbox"/> Information Item <input checked="" type="checkbox"/> Action Item</p>
<p>Subject: Ford Childhood Enrichment Center REVISED</p>	<p>Date: April 10, 2019</p>
<p>The College administration makes the following recommendation to the Board of Education:</p> <ul style="list-style-type: none"> <li>• Transition the operation of the Ford Childhood Enrichment Center to a community partner. The transition means the College is no longer responsible for running the center and no longer employs the staff.</li> <li>• Solicit a community partner through an RFP process. A mutually beneficial agreement will provide preferential enrollment for children of UCC students, allow use of the center for our practicum students, and maintain the Ford name in some capacity. Additional details regarding utilities, custodial services, maintenance, and so forth will be negotiated.</li> </ul>	
<p>Recommendation by:</p>	<p>Approved for Consideration:</p> 



<p align="center"><b>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</b></p>	<p><input checked="" type="checkbox"/> Information Item</p> <p><input type="checkbox"/> Action Item</p>																		
<p>Subject: First Reading of Policy</p>	<p>Date: April 10, 2019</p>																		
<p>The following policy is coming to the Board for a first reading:</p> <table border="1"> <thead> <tr> <th>Old #</th> <th>New #</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td>N/A</td> <td>6100</td> <td>Delegation of Authority</td> </tr> <tr> <td>N/A</td> <td>6150</td> <td>Designation of Authorized Signers</td> </tr> </tbody> </table> <p>The associated administrative procedure is being shared as an information item:</p> <table border="1"> <thead> <tr> <th>Old #</th> <th>New #</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td>N/A</td> <td>6100</td> <td>Delegation of Authority</td> </tr> <tr> <td>N/A</td> <td>6150</td> <td>Designation of Authorized Signers</td> </tr> </tbody> </table>		Old #	New #	Title	N/A	6100	Delegation of Authority	N/A	6150	Designation of Authorized Signers	Old #	New #	Title	N/A	6100	Delegation of Authority	N/A	6150	Designation of Authorized Signers
Old #	New #	Title																	
N/A	6100	Delegation of Authority																	
N/A	6150	Designation of Authorized Signers																	
Old #	New #	Title																	
N/A	6100	Delegation of Authority																	
N/A	6150	Designation of Authorized Signers																	
<p>Recommendation by:</p>	<p>Approved for Consideration:</p> 																		



## BOARD POLICY

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**TITLE: Delegation of Authority, Business and Fiscal Affairs**

**BOARD POLICY # 6100**

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**Policy:**

The Board of Education delegates to the President the authority to supervise: the general business procedures of the College to assure the proper administration of property and contracts; the budget, audit and accounting of funds; the acquisition of supplies, equipment and property; and the protection of assets and persons. All transactions shall comply with applicable laws and regulations.

The President shall make appropriate, periodic reports to the Board of Education and shall keep the Board of Education fully advised regarding the financial status of the College.

**RESPONSIBILITY:**

The President is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION:**

**DATE(S) OF REVISION:**

**DATE(S) OF PRIOR REVIEW:**



## ADMINISTRATIVE PROCEDURE

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**TITLE: Delegation of Authority, Business and Fiscal Affairs**

**ADMINISTRATIVE PROCEDURE # 6100**

**RELATED TO POLICY # 6100 Delegation of Authority, Business and Fiscal Affairs**

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The Chief Financial Officer is delegated authority from the President to supervise: budget preparation and management; oversee fiscal management of the College; and contract for, purchase, sell, lease, or license real and personal property, in accordance with board policy and law. Responsibility for the development of internal policies and procedures consistent with the provision of this regulation remains with the Chief Financial Officer. This delegated authority is subject to the condition that certain of these transactions be submitted to the President for review and approval from time to time as determined by the President.

When transactions do not exceed the dollar limits established pertaining to the taking of competitive bids, the Chief Financial Officer may contract for goods, services, equipment, and rental of facilities so long as the transactions comply with law and any limitations or requirements set forth therein. Furthermore, the Chief Financial Officer may amend the terms and conditions of any contractual arrangement so long as the total expenditure of funds and period of contract do not exceed the limitations set forth in applicable law or regulation.

**RESPONSIBILITY:**

The President is responsible for implementing and updating this procedure.

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION:**

**DATE(S) OF REVISION:**

**DATE(S) OF PRIOR REVIEW:**



## BOARD POLICY

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**TITLE: Designation of Authorized Signatures**

**BOARD POLICY # 6150**

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**Policy:**

Authority to sign orders and other transactions on behalf of the Board of Education is delegated to the President and other officers appointed by the President.

**RESPONSIBILITY:**

The President is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION:**

**DATE(S) OF REVISION:**

**DATE(S) OF PRIOR REVIEW:**



## ADMINISTRATIVE PROCEDURE

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**TITLE: Designation of Authorized Signatures**

**ADMINISTRATIVE PROCEDURE # 6150**

**RELATED TO POLICY # 6150 Designation of Authorized Signatures**

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The Chief Financial Officer is hereby designated as the College officer authorized to sign warrants on behalf of the College.

The Chief Financial Officer will withhold approval of college warrants when:

- Disbursement of the funds will result in the total amounts expended in any major account classification to exceed the amount budgeted.
- Established procedures have not been followed to permit verification of authenticity of the expenditure.

### **RESPONSIBILITY:**

The President is responsible for implementing and updating this procedure.

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION:**

**DATE(S) OF REVISION:**

**DATE(S) OF PRIOR REVIEW:**

<p><b>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</b></p>	<p><input type="checkbox"/> Information Item <input checked="" type="checkbox"/> Action Item</p>
<p>Subject: Umpqua Community College Classified Association Collective Bargaining Agreement</p>	<p>Date: April 10, 2019</p>
<p>Board approval is requested to ratify the agreement between the College and the Association of Classified Employees of Umpqua Community College; Article XV – Employee Benefits effective July 1, 2019 – June 30, 2020.</p> <p>Change:</p> <ul style="list-style-type: none"><li>• Increase in the College contribution towards employee benefits from \$1,280 to \$1,330 (additional \$50 per person per month)</li></ul>	
<p>Recommendation by:</p> 	<p>Approved for Consideration:</p> 

<p style="text-align: center;"><b>BOARD OF EDUCATION UMPQUA COMMUNITY COLLEGE DOUGLAS COUNTY, OREGON</b></p>	<p style="text-align: center;"><input checked="" type="checkbox"/> Information Item  <input type="checkbox"/> Action Item</p>
<p>Subject: Financial Report for FY 2018-19</p>	<p>Date: April 10, 2019</p>
<p>Natalya Brown, CFO, will present financial reports for fiscal year 2018-19, ending March 31, 2019.</p>	
<p>Recommendation by:</p> <p><i>N. Brown</i></p>	<p>Approved for Consideration:</p> <p><i>Debra Hatcher</i></p>

Statement of Net Position - Budget Basis

<u>Assets</u>			
	March 31, 2019	March 31, 2018	% change
Current assets:			
Cash and investments	\$ 14,047,682	\$ 11,440,258	22.79%
Receivables, net of allowance for uncollectibles:			
Property Taxes	334,410	357,214	-6.38%
Accounts/grants	3,387,143	3,001,026	12.87%
Accounts Receivable - Due from Foundation	4,672,184	4,887,504	-4.41%
Inventories	199,706	195,663	2.07%
Prepaid expenses	413,166	309,119	33.66%
Total current assets	<u>23,054,291</u>	<u>20,190,784</u>	<u>14.18%</u>
<u>Liabilities</u>			
Current liabilities			
Accounts payable	15,224	233,325	-93.48%
Payroll liabilities	1,797,733	1,099,886	63.45%
Unearned revenue	691,478	717,893	-3.68%
Total current liabilities	<u>2,504,436</u>	<u>2,051,103</u>	<u>22.10%</u>
<u>Net Position</u>			
Net Position by Fund Groups			
General Fund	8,990,940	6,887,773	30.53%
Capital Project Fund	322,081	410,773	-21.59%
Debt Service Fund	8,429,369	8,366,454	0.75%
Financial Aid Fund	452,222	196,658	129.95%
Grants & Contracts	(276,201)	5,227	-5384.13%
Administratively Restricted Funds	1,909,691	1,590,946	20.03%
Insurance Fund	85,587	15,488	452.60%
Agency Funds	27,203	25,256	7.71%
Internal Service Funds	527,333	522,090	1.00%
Enterprise Funds ( Bookstore, Catering, Cafeteria)	81,631	119,015	-31.41%
Total net position	<u>20,549,856</u>	<u>18,139,681</u>	<u>13.29%</u>
Total current liabilities and net position	<u>\$ 23,054,291</u>	<u>20,190,784</u>	<u>14.18%</u>



**UMPQUA COMMUNITY COLLEGE  
ROSEBURG, OREGON**

**Statement of Revenues, Expenses, and Changes in Net Position  
Budget Basis**

	March 31, 2019	March 31, 2018	% change
<b>Operating revenues:</b>			
Tuition and fees	\$ 9,080,722	\$ 8,479,789	7.09%
Federal student financial aid	4,762,983	4,467,821	6.61%
Federal grants and contracts	873,730	1,210,497	-27.82%
State grants and contracts	1,806,081	1,612,866	11.98%
Nongovernmental grants and contracts	1,705,921	1,713,394	-0.44%
Bookstore, food service, special events sales	1,097,762	1,128,652	-2.74%
Other operating revenue	609,495	573,692	6.24%
	<u>19,936,693</u>	<u>19,186,711</u>	<u>3.91%</u>
<b>Operating expenses:</b>			
Instruction	6,864,042	7,008,936	-2.07%
Instructional support	1,658,152	1,924,278	-13.83%
Student services	4,490,227	4,081,421	10.02%
College support services	3,724,940	4,083,364	-8.78%
Community service	521,724	391,427	33.29%
Student financial aid	7,030,286	6,754,708	4.08%
Debt Service	491,284	508,069	-3.30%
Plant and operations	1,209,406	1,442,066	-16.13%
Facilities acquisition / construction	141,099	3,853,801	-96.34%
	<u>26,131,159</u>	<u>30,048,070</u>	<u>-13.04%</u>
Operating gain / (loss)	<u>(6,194,465)</u>	<u>(10,861,359)</u>	<u>42.97%</u>
<b>Non-operating Revenues-(expenses)</b>			
State community college support	8,582,675	8,473,684	1.29%
Property taxes	3,671,152	3,534,764	3.86%
Investment Income	141,723	132,473	6.98%
	<u>12,395,550</u>	<u>12,140,920</u>	<u>2.10%</u>
<b>Capital Contributions</b>			
Capital State Grant	-	3,765,164	-100.00%
Change in net position	6,201,084	5,044,724	22.92%
Net Position - beginning of year	<u>14,348,771</u>	<u>13,094,955</u>	<u>9.57%</u>
Net Position - end of period	<u>\$ 20,549,856</u>	<u>\$ 18,139,681</u>	<u>13.29%</u>

UMPQUA COMMUNITY COLLEGE

GENERAL FUND	For the period ending March 31					Fiscal Year 2018-19		
	FY 2018-19		FY 2017-18			Budget	Forecast	Forecast is Better (Worse) than Budget
	Actual	% of Budget	Actual	% of Budget	% of Total Actuals			
<b>REVENUE</b>								
State comm college support	\$ 8,563,596	75%	\$ 8,379,440	79%	75%	\$ 11,454,365	\$ 11,358,432	\$ (95,933)
Property taxes	3,671,152	99%	3,534,764	97%	96%	3,705,363	3,824,117	118,754
Tuition and Fees	6,448,681	94%	6,085,802	99%	99%	6,895,879	6,580,287	(315,592)
Other revenue	261,328	109%	145,149	57%	41%	239,000	283,321	44,321
Transfer In	20,727	100%	-			20,727	20,727	-
Total revenue	<u>\$ 18,965,485</u>	<u>85%</u>	<u>18,145,155</u>	<u>88%</u>	<u>85%</u>	<u>22,315,334</u>	<u>22,066,884</u>	<u>(248,450)</u>
<b>EXPENDITURES</b>								
Instruction	5,905,171	69%	\$ 5,774,006	67%	70%	8,615,071	8,435,959	179,112
Instructional Support	908,658	68%	1,017,316	65%	72%	1,343,953	1,298,083	45,870
Student Services	1,740,689	69%	1,278,629	71%	75%	2,534,302	2,451,675	82,627
College Support Services	4,467,334	66%	4,788,143	70%	75%	6,797,191	6,733,318	63,873
Financial Aid	531,820	57%	481,146	56%	74%	937,566	718,675	218,891
Transfer Out	1,060,418	50%	1,176,012	53%	53%	2,107,844	2,307,844	(200,000)
Total expenditures	<u>14,614,090</u>	<u>65%</u>	<u>14,515,253</u>	<u>66%</u>	<u>70%</u>	<u>22,335,927</u>	<u>21,945,555</u>	<u>590,372</u>
Net revenue (expenditures)	4,351,395		3,629,903			(20,593)	121,329	141,922
Fund balance at start of year	4,028,956		3,257,871			3,100,000	4,028,956	928,956
Fund balance at report date	<u>\$ 8,380,351</u>		<u>\$ 6,887,773</u>			<u>\$ 3,079,407</u>	<u>\$ 4,150,285</u>	<u>\$ 1,070,878</u>

AMOUNTS USED FOR BUDGET AND FORECAST

State comm college support: CCSF for 2017-19 (in millions)

Personnel services:

Projected is less than budget for estimated vacancy rate. Includes projected March 16-31 payroll.

Materials and services: Except where actual is known, projected is 10% less than budget for underutilization

Transfers Out: Projecting additional transfer out to Capital and Enterprise funds

\$ 570 \$ 570

**UMPQUA COMMUNITY COLLEGE**

**Roseburg, Oregon**

**Schedule of Revenues, Expenditures and Changes in  
Fund Balance-Budget and Actual  
GENERAL FUND**

**For period ending March 31, 2019**

	Budgeted Amounts		Actual Amounts	Variance With Final Budget Positive (Negative)
	Original	Final		
Revenue:				
Property taxes	\$ 3,705,363	\$ 3,705,363	\$ 3,671,152	\$ (34,211)
Tuition and fees	6,895,879	6,895,879	6,448,681	(447,198)
State Appropriation	11,454,365	11,454,365	8,563,596	(2,890,769)
Interest income	40,000	40,000	121,078	81,078
Other	199,000	199,000	140,250	(58,750)
<b>Total revenues</b>	<b>22,294,607</b>	<b>22,294,607</b>	<b>18,944,758</b>	<b>(3,349,849)</b>
Expenditures:				
Instruction	8,615,071	8,615,071 (1)	5,564,512	3,050,559
Instruction Support	1,343,953	1,343,953 (1)	869,322	474,631
Student Services	2,534,302	2,534,302 (1)	1,661,890	872,412
College Support Services	6,703,912	6,797,191 (1)	4,315,539	2,481,652
Financial Aid	937,566	937,566 (1)	531,820	405,746
Contingency	656,373	563,094 (1)	-	563,094
Reserves	2,516,313	2,516,313 (1)	-	2,516,313
<b>Total expenditures</b>	<b>23,307,490</b>	<b>23,307,490</b>	<b>12,943,083</b>	<b>10,364,407</b>
<b>Revenues over-(under) expenditures</b>	<b>(1,012,883)</b>	<b>(1,012,883)</b>	<b>6,001,675</b>	<b>7,014,558</b>
Other financing sources-(uses)				
Transfers in	20,727	20,727	20,727	0
Transfer out	(2,107,844)	(2,107,844) (1)	(1,060,418)	1,047,426
<b>Total other financing sources-(uses)</b>	<b>(2,087,117)</b>	<b>(2,087,117)</b>	<b>(1,039,691)</b>	<b>1,047,426</b>
<b>Net change in fund balance</b>	<b>(3,100,000)</b>	<b>(3,100,000)</b>	<b>4,961,984</b>	<b>8,061,984</b>
Fund balance - July 1, 2018	3,100,000	3,100,000	4,028,956	928,956
<b>Fund Balance - March 31, 2019</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,990,940</b>	<b>\$ 8,990,940</b>

(1) Appropriation level

**UMPQUA COMMUNITY COLLEGE**

**Roseburg, Oregon**

**Schedule of Revenues, Expenditures and Changes in  
Fund Balance-Budget and Actual  
CAPITAL PROJECTS FUND  
For period ending March 31, 2019**

	Budgeted Amounts		Actual Amounts	Variance With Final Budget Positive (Negative)
	Original	Final		
Revenue:				
Other	\$ -	\$ -	\$ 4,896	\$ 4,896
Total revenues	-	-	4,896	4,896
Expenditures:				
Facilities acquisition / construction	556,142	556,142 (1)	141,099	415,043
Total expenditures	556,142	556,142	141,099	415,043
Revenues over-(under) expenditures	(556,142)	(556,142)	(136,203)	419,939
Other financing sources-(uses)				
Transfers in	210,000	210,000	114,228	(95,772)
Total other financing sources-(uses)	210,000	210,000	114,228	(95,772)
Net change in fund balance	(346,142)	(346,142)	(21,975)	324,167
Fund balance - July 1, 2018	346,142	346,142	344,056	(2,086)
Fund Balance - March 31, 2019	\$ -	\$ -	\$ 322,081	\$ 322,081

(1) Appropriation level

**UMPQUA COMMUNITY COLLEGE**

**Roseburg, Oregon**

**Schedule of Revenues, Expenditures and Changes in**

**Fund Balance-Budget and Actual**

**DEBT SERVICE FUND**

**For period ending March 31, 2019**

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance With</u>
	<u>Original</u>	<u>Final</u>	<u>Amounts</u>	<u>Final Budget</u>
				<u>Positive</u>
				<u>(Negative)</u>
Revenue:				
Tuition and Fees	\$ 509,530	\$ 509,530	\$ 476,192	\$ (33,338)
Intergovernmental-state and federal	71,616	71,616	37,000	(34,616)
Interest income	6,100	6,100	12,090	5,990
	<u>587,246</u>	<u>587,246</u>	<u>525,282</u>	<u>(61,964)</u>
Expenditures:				
Debt service:				
Principal	825,000	825,000 (1)	-	825,000
Interest	999,764	999,764 (1)	491,284	508,480
	<u>1,824,764</u>	<u>1,824,764</u>	<u>491,284</u>	<u>1,333,480</u>
Total expenditures	1,824,764	1,824,764	491,284	1,333,480
Revenues over-(under) expenditures	<u>(1,237,518)</u>	<u>(1,237,518)</u>	<u>33,998</u>	<u>1,271,516</u>
Other financing sources-(uses)				
Transfers in	<u>1,243,196</u>	<u>1,243,196</u>	<u>621,598</u>	<u>(621,598)</u>
Net change in fund balance	5,678	5,678	655,596	649,918
Fund balance - July 1, 2018	<u>7,774,313</u>	<u>7,774,313</u>	<u>7,773,773</u>	<u>(540)</u>
Fund Balance - March 31, 2019	<u>\$ 7,779,991</u>	<u>\$ 7,779,991</u>	<u>\$ 8,429,369</u>	<u>\$ 649,378</u>

(1) Appropriation level

**UMPQUA COMMUNITY COLLEGE**

**Roseburg, Oregon**

**Schedule of Revenues, Expenditures and Changes in**

**Fund Balance-Budget and Actual**

**FINANCIAL AID FUND**

**For period ending March 31, 2019**

	Budgeted Amounts		Actual Amounts	Variance With Final Budget Positive (Negative)
	Original	Final		
Revenue:				
Intergovernmental - federal	\$ 14,148,641	\$ 14,148,641	\$ 4,762,983	\$ (9,385,658)
Intergovernmental - state	3,425,000	3,425,000	1,390,968	(2,034,032)
Local & Private Grants	2,000,000	2,000,000	796,737	(1,203,263)
Total revenues	19,573,641	19,573,641	6,950,688	(12,622,953)
Expenditures:				
Student Loans and Financial Aid	19,573,641	19,573,641 (1)	6,498,467	13,075,174
Revenues over-(under) expenditures	-	-	452,222	452,222
Net change in fund balance	-	-	452,222	452,222
Fund balance - July 1, 2018	-	-	-	-
Fund Balance - March 31, 2019	\$ -	\$ -	452,222	\$ 452,222

(1) Appropriation level

**UMPQUA COMMUNITY COLLEGE**

**Roseburg, Oregon**

**Schedule of Revenues, Expenditures and Changes in  
Fund Balance-Budget and Actual  
SPECIAL PROJECTS FUND - GRANTS & CONTRACTS  
For period ending March 31, 2019**

	Budgeted Amounts		Actual Amounts	Variance With Final Budget Positive (Negative)
	Original	Final		
Revenue:				
Intergovernmental- federal	\$ 2,858,479	\$ 2,674,144	\$ 836,730	\$ (1,837,414)
Intergovernmental-state	1,741,500	2,009,677	415,113	(1,594,564)
Nongovernmental grants and contracts	1,047,295	1,183,837	858,579	(325,258)
Total revenues	5,647,274	5,867,658	2,110,421	(3,757,237)
Expenditures:				
Instruction	1,006,675	1,006,675 (1)	417,973	588,702
Instruction Support	1,006,033	1,006,033 (1)	416,755	589,279
Student Services	2,839,163	2,839,163 (1)	1,297,922	1,541,241
Community Services	579,776	800,160 (1)	238,457	561,703
College Support Services	215,627	215,627 (1)	43,455	172,172
Total expenditures	5,647,274	5,867,658	2,414,561	3,453,097
Revenues over-(under) expenditures	-	-	(304,140)	(304,140)
Fund balance - July 1, 2018	-	-	27,939	27,939
Fund Balance - March 31, 2019	\$ -	\$ -	\$ (276,201)	\$ (276,201)

(1) Appropriation level

**UMPQUA COMMUNITY COLLEGE**

**Roseburg, Oregon**

**Schedule of Revenues, Expenditures and Changes in  
Fund Balance-Budget and Actual  
ADMINISTRATIVELY RESTRICTED FUND  
For period ending March 31, 2019**

	Budgeted Amounts		Actual Amounts	Variance With Final Budget
	Original	Final		Positive (Negative)
Revenue:				
Tuition and fees	\$ 2,249,850	\$ 2,249,850	\$ 2,155,725	\$ (94,125)
Intergovernmental - state and federal	1,800	1,800	19,079	17,279
Local/Private Grants & Contracts	162,594	162,594	46,513	(116,081)
Other	902,765	902,765	357,535	(545,230)
<b>Total revenues</b>	<b>3,317,009</b>	<b>3,317,009</b>	<b>2,578,851</b>	<b>(738,158)</b>
Expenditures:				
Instruction	2,341,697	2,341,697 (1)	881,558	1,460,139
Instruction Support	678,307	678,307 (1)	352,656	325,651
Student Services	1,034,393	1,034,393 (1)	573,524	460,869
College Support Services	390,094	390,094 (1)	256,576	133,518
Community Services	65,495	65,495 (1)	50,389	15,106
Contingency	70,000	70,000 (1)	-	70,000
<b>Total expenditures</b>	<b>4,579,986</b>	<b>4,579,986</b>	<b>2,114,703</b>	<b>2,465,283</b>
<b>Revenues over-(under) expenditures</b>	<b>(1,262,977)</b>	<b>(1,262,977)</b>	<b>464,148</b>	<b>1,727,125</b>
Other financing sources-(uses)				
Transfers in	249,648	249,648	147,592	(102,056)
Transfers Out	(29,743)	(29,743) (1)	(49,594)	(19,851)
<b>Total other financing sources-(uses)</b>	<b>219,905</b>	<b>219,905</b>	<b>97,998</b>	<b>(121,907)</b>
<b>Net change in fund balance</b>	<b>(1,043,072)</b>	<b>(1,043,072)</b>	<b>562,146</b>	<b>1,605,218</b>
Fund balance - July 1, 2018	1,043,072	1,043,072	1,347,545	304,473
<b>Fund Balance - March 31, 2019</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,909,691</b>	<b>\$ 1,909,691</b>

(1) Appropriation level



**UMPQUA COMMUNITY COLLEGE**

**Roseburg, Oregon**

**Schedule of Revenues, Expenditures and Changes in**

**Fund Balance-Budget and Actual**

**INSURANCE FUND**

**For period ending March 31, 2019**

	Budgeted Amounts		Actual Amounts	Variance With Final Budget Positive (Negative)
	Original	Final		
Expenditures:				
College Support Services	\$ 358,000	\$ 358,000 (1)	\$ 193,351	\$ 164,649
Contingency	25,585	25,585 (1)	-	25,585
Total expenditures	383,585	383,585	193,351	190,234
Revenues over-(under) expenditures	(383,585)	(383,585)	(193,351)	190,234
Other financing sources-(uses)				
Transfers in	370,000	370,000	185,000	(185,000)
Net change in fund balance	(13,585)	(13,585)	(8,351)	5,234
Fund balance - July 1, 2018	13,585	13,585	93,938	80,353
Fund Balance - March 31, 2019	\$ -	\$ -	\$ 85,587	\$ 85,587

(1) Appropriation level

**UMPQUA COMMUNITY COLLEGE**

**Roseburg, Oregon**

**Schedule of Revenues, Expenditures and Changes in**

**Fund Balance-Budget and Actual**

**AGENCY FUNDS**

**For period ending March 31, 2019**

	Budgeted Amounts		Actual Amounts	Variance With Final Budget Positive (Negative)
	Original	Final		
Revenue:				
Other	\$ 15,700	\$ 15,700	\$ 6,407	\$ (9,293)
Expenditures:				
Student Services	81,147	81,147 (1)	22,277	58,870
Total expenditures	81,147	81,147	22,277	58,870
Revenues over-(under) expenditures	(65,447)	(65,447)	(15,870)	49,577
Other financing sources-(uses)				
Transfers in	39,000	39,000	15,850	(23,150)
Net change in fund balance	(26,447)	(26,447)	(20)	26,427
Fund balance - July 1, 2018	26,447	26,447	27,223	776
Fund Balance - March 31, 2019	\$ -	\$ -	\$ 27,203	\$ 27,203

(1) Appropriation level

**UMPQUA COMMUNITY COLLEGE**

**Roseburg, Oregon**

**Schedule of Revenues, Expenditures and Changes in**

**Fund Balance-Budget and Actual**

**INTERNAL SERVICE FUND**

**For period ending March 31, 2019**

	Budgeted Amounts		Actual Amounts	Variance With Final Budget Positive (Negative)
	Original	Final		
Revenue:				
Tuition and Fees	\$ -	\$ -	\$ 125	\$ 125
Interest income	-	-	8,554	8,554
Other	185,000	185,000	104,499	(80,501)
Total revenues	185,000	185,000	113,178	(71,822)
Expenditures:				
College Support Services	190,000	190,000 (1)	125,424	64,576
Total expenditures	190,000	190,000	125,424	64,576
Revenues over-(under expenditures)	(5,000)	(5,000)	(12,246)	(7,246)
Net change in fund balance	(5,000)	(5,000)	(12,246)	(7,246)
Fund balance - July 1, 2018	535,000	535,000	539,579	4,579
Fund Balance - March 31, 2019	<u>\$ 530,000</u>	<u>\$ 530,000</u>	<u>\$ 527,333</u>	<u>\$ (2,667)</u>

(1) Appropriation level

**UMPQUA COMMUNITY COLLEGE**

**Roseburg, Oregon**

**Schedule of Revenues, Expenditures and Changes in**

**Fund Balance-Budget and Actual**

**ENTERPRISE FUNDS**

**For period ending March 31, 2019**

	<u>Budgeted Amounts</u>		<u>Actual</u>	Variance With
	<u>Original</u>	<u>Final</u>	<u>Amounts</u>	Final Budget
				Positive
				<u>(Negative)</u>
Revenue:				
Sales	<u>\$ 2,259,836</u>	<u>\$ 2,259,836</u>	<u>1,097,762</u>	<u>\$ (1,162,074)</u>
Total revenues	2,259,836	2,259,836	1,097,762	(1,162,074)
Expenditures:				
Instructional Support	118,016	118,016 (1)	19,419	98,597
Student Services	1,654,319	1,654,319 (1)	934,614	719,705
Community Services	608,470	608,470 (1)	232,877	375,593
Contingency	<u>56,813</u>	<u>56,813 (1)</u>	<u>-</u>	<u>56,813</u>
Total expenditures	2,437,618	2,437,618	1,186,910	1,250,708
Revenues over-(under) expenditures	<u>(177,782)</u>	<u>(177,782)</u>	<u>(89,148)</u>	<u>88,634</u>
Other financing sources-(uses)				
Transfer in	<u>5,016</u>	<u>5,016</u>	<u>5,016</u>	<u>0</u>
Total other financing sources-(uses)	<u>5,016</u>	<u>5,016</u>	<u>5,016</u>	<u>0</u>
Net change in fund balance	(172,766)	(172,766)	(84,132)	88,634
Fund balance - July 1, 2018	<u>172,766</u>	<u>172,766</u>	<u>165,763</u>	<u>(7,003)</u>
Fund Balance - March 31, 2019	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 81,631</u>	<u>\$ 81,631</u>

(1) Appropriation level